#### **United States Department of State**



# **Foreign Affairs Manual**

10 FAM – Public, Educational, and Cultural Affairs

Change Transmittal: PEC-011

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# 10 FAM 300 Bureau of International Information Programs (IIP)

### **Changes**

- 1. Due to the amount of revisions in 10 FAM 300 through 10 FAM 370, there are no italics or dark magenta. All material is being treated as new.
- 2. **Change transmittal** has replaced the term, transmittal letter. Change transmittal was selected as being more appropriate in this age of electronic information transmission.
- 3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

## **Filing Instructions for Paper Copies**

- 1. Remove and discard old subchapter 10 FAM 310 (issued under TL:PEC-010, 06-07-2002; 7 pages) and replace it with revised subchapter 10 FAM 310 (3 pages).
- 2. Remove and discard old subchapter 10 FAM 320 (issued under TL:PEC-010, 06-07-2002; 2 pages) and replace it with revised subchapter 10 FAM 320 (3 pages).
- 3. Remove and discard old subchapter 10 FAM 330 (issued under TL:PEC-010, 06-07-2002; 2 pages) and replace it with revised subchapter 10 FAM 330 (4 pages).

- 4. Remove and discard old unassigned subchapter 10 FAM 340 (issued under TL:PEC-010, 06-07-2002; 1 page) and replace it with revised subchapter 10 FAM 340 (6 pages).
- 5. Remove and discard old subchapter 10 FAM 350 (issued under TL:PEC-010, 06-07-2002; 11 pages) and replace it with revised subchapter 10 FAM 350 (4 pages).
- 6. Remove and discard old subchapter 10 FAM 360 (issued under TL:PEC-010, 06-07-2002; 12 pages) and replace it with revised subchapter 10 FAM 360 (10 pages).
- 7. Remove and discard old subchapter 10 FAM 370 (issued under TL:PEC-010, 06-07-2002; 3 pages) and replace it with revised subchapter 10 FAM 370 (1 page).
- 8. Remove and discard old subchapters 10 FAM 380 and 390 (issued under TL:PEC-010, 06-07-2002; 19 pages) and replace it with revised unassigned subchapter 10 FAM 380 (1 page).
- 9. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT: PEC-11, and initial.

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- 1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
- 2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5). A/RPS/MMS/P, Room B934, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including nongovernment users (include either fiscal information or payment with request, as appropriate).
- 3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

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